How to Save an Outlook Message

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Suspended:

With KDOA's new retention policy for e-mail, once a message has been in your mailbox for 90 days, it is automatically deleted, and cannot be restored.

If you need to save an Outlook message beyond 90 days, you will have to save the message to a location outside of Outlook, such as one of our network drives, before the 90 days is up.

TIP: To find out when a message will expire, open the message and look at the bottom of the window for the retention policy message. It will tell you what date the 90 days are up.

When you save an Outlook message, there are six file types available to save as. Read how each file type is handled before deciding which to use. You may find some instances where one file type is a better choice, and other instances where another one suits your needs better.

Each file type has a YES/NO response to the question "*Can you search the contents of a (file type) file?*"
This refers to the ability to search not only the file name, but the contents of the file, using the Search feature from Windows Explorer/My Computer, etc.

Outlook Message Save as Types:

Text Only (*.txt) – .Saves the message (and header info – To/From/Subject, etc.) as a simple text file. Can be opened by any text editor (Word, Notepad, etc.) This file type creates the smallest file size. If the e-mail has an attachment that you want to keep, you will need to save the attachment separately.
Can you search the contents of a Text Only file? **YES**

Outlook Template (*.oft) – Will save the e-mail as a template to your local Template folder.
Can you search the contents of an Outlook Template file? **NO**

Outlook Message Format (*.msg) – This file type opens up in Outlook as an e-mail, but it is not stored in your Outlook mailbox. Any attachments are automatically saved with the e-mail.
Can you search the contents of an Outlook Message file? **YES**

Outlook Message Format – Unicode (*.msg) – Same as above .msg type; Unicode refers to other language codes that get saved with it. Usually not an issue, so either .msg format should work. This is the default Save as type.
Can you search the contents of an Outlook Message - Unicode file? **YES**

HTML (*.htm, *.html) – Creates an additional folder containing files that are used in conjunction with the actual .html file. This file is opened in a web browser, and is searchable for content. Attachments must be saved separately.
*Can you search the contents of an HTML file?* **YES**

MHT files (*.mht) –Another form of html file, with all the file resources and codes combined into a single file. This file format is also opened in a web browser, but is *not* searchable for content. Attachments must be saved separately.
Can you search the contents of an MHT file? **NO**

If you need to search within the saved message for information do not use OFT or MHT format.

How To Save An Outlook Message:

1. With the message either open, or closed but highlighted in your Inbox list, click on the File tab
2. Click on **Save As**
3. Determine where you want to save the message and navigate to the location using either "My Documents" or "My Computer" on the left side of the window, then double-clicking on the desired folder in the folder list
4. In the File name: field, edit the name, if desired, to what you want the message to be called. By default it is whatever is in the Subject line of the message. Don't worry about the extension; it will change automatically when you change the Save as type.
5. Change the Save as <u>t</u>ype: field to the desired type
6. Click on the <u>S</u>ave button
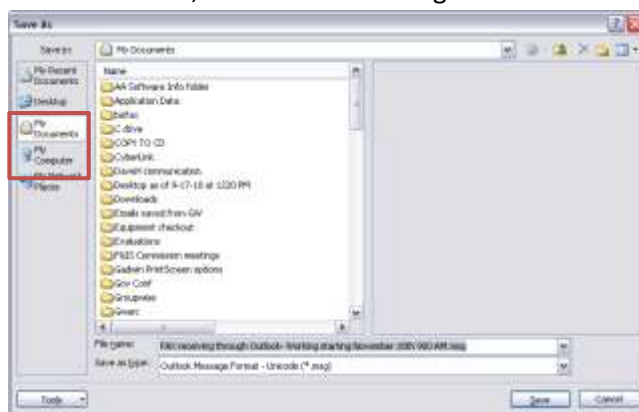
How To Save JUST The Attachment(S) in a Message:

1. With the message either open, or closed but highlighted in your Inbox list, click on the File tab
2. Click on **Save Attachments**
3. Any attachments to the e-mail will appear in a list. All attachments are selected by default. If you do not want to save all the attachments, select just the ones you want to save.
4. Click on OK.
5. In the Save All Attachments window, navigate to the location you want to save the attachments to and click on the OK button. The attachments will be saved with their current file names.